

Graduate Clinical Coordinator, School of Nursing
University at Buffalo, The State University of New York

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Posted Jul. 15, 2024, set to expire Nov. 14, 2024

Job Title	Graduate Clinical Coordinator, School of Nursing
Department	School of Nursing
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jul. 15, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Nursing - General
Job Website	https://www.ubjobs.buffalo.edu/postings/51572
Apply By Email	
Job Description	

Position Summary

The University at Buffalo [School of Nursing](#) invites applicants for a **Graduate Clinical Coordinator** position. This is a part-time staff position, reporting to the Assistant Dean for DNP Programs.

Responsibilities include:

- Assist faculty in the identification of current and new clinical sites in private practices, hospitals, clinics, community centers, schools, and other settings where advanced practice providers and clinicians are working.
- Work closely with faculty, preceptors, and clinical sites to ensure ongoing communication with community partners and preceptors.

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- Place students in clinical sites and notify students of clinical placement and appropriate contact information.
- Maintain and update documents regarding clinical placement progress and share with course and program coordinators, as necessary.
- Serve as a first point of contact for issues with student placements, manage early intervention of placement needs, and triage as necessary to course and program coordinators.
- Maintain orientation documents for all students enrolled in clinical courses and track student completion.
- Collaborate with Director of Academic Operations to ensure affiliation agreements are in place for clinical sites.
- Attend community of Interest meetings to maintain and build clinical partnerships.
- Assist in tracking requirements necessary to secure student clearances at clinical facilities and access to electronic health records.
- Assist in updating Typhon for accurate listing of all preceptors, clinical sites, and board certifications.
- Notify students of clinical placement and contact information after verification by program coordinator.
- Provide final course hours for preceptor verification and thank you letters.
- Provide graduate clinical staff support with list of students/preceptors/access to appropriate syllabi/evaluative materials.
- Participate in on-site student and preceptor orientations.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

About UB School of Nursing

Founded in 1936, the UB School of Nursing is a leader in high-quality nursing education and research in a dynamic university setting. Our mission is to foster an inclusive and diverse environment of academic and scholarly excellence that develops nurse leaders who will improve the health and wellness of local, national, and global communities. Our undergraduate programs prepare nurses for expanded professional roles in an increasingly complex and evolving health care environment ranking in the top 10% nationally. Our graduate and advanced certificate DNP programs are also ranked in the

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top 10% nationally, and prepare clinicians, researchers, educators, and leaders to provide complex care across settings, educate the next generation of nurses, and advance nursing and health care knowledge. Visit our website to learn more about the [UB School of Nursing](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- Bachelor's degree in nursing
- Licensed as a registered nurse (RN) in NYS
- Two years of experience working as an RN or APRN
- Proficiency in MS Word, Excel, Outlook
- Excellent professional communication skills

Preferred Qualifications

- Ideal candidate will have healthcare contacts in Nurse Practitioner settings throughout the Western New York region and familiarity with inpatient and community health agencies.
- Preceptor experience and/or training.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact



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